

Victoria Ballroom Dance Society
Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, October 14, 2015
6:00 pm

MINUTES

Present: Malcolm Sneddon (Chair), Jim Pringle, Neil Fleischmann, Grace Sneddon, Steve Montgomery, Scott Hamilton, Jenn Jackson, Veronica Patenaude **Regrets:** Bob Colwill **Absent:** Ron Smailes
Others Present: Diana Jasinski (Recording Secretary)

Opening Business

1. Call to Order, Welcome & Opening Remarks

Malcolm called the meeting to order at 6:15.

2. Adoption of Agenda

With addition of “Meeting with Elizabeth” under New Business, the agenda was **ADOPTED** as circulated (see attachment).

3. Review of Minutes

Board Meeting of September 16, 2015 – deferred to October.

Committee Reports

4. President’s Report (Malcolm) – We have lots of issues to solve. A huge amount of energy has been expended dealing with political issues. We have been spending too much time on peripheral matters -- we need to focus on our core. One critical question we should give some thought to is whether or not we should continue offering lessons in the face of declining enrollment and a serious shortage of volunteer power. Members are not as committed as we need them to be. We need them to feel that their club needs them. Perhaps it would be useful to hold a Strategic Planning meeting in January. Currently, we are making assumptions about what our membership wants and it would be very useful to have some solid input.

5. Treasurer’s Report (Jim) – attached

6. Administrator’s Report

Diana logged 28 hours for the month of September.

Diana informed us that we are without a functioning webmaster as Ron has stepped down. The current website requires an experienced person and takes a considerable amount of time and expertise to maintain properly with constant updates and a need for strong security. She suggested that we would be well-advised to switch to a simpler website that does not require an exorbitant amount of volunteer time to manage.

Two offers have been made to build a new website for VBDS. Raymond R. has offered to do so, following a request from Ron, and just yesterday an email was sent to VBDS from a volunteer group that builds websites for nonprofits at no cost.

After some discussion the Board decided that a committee should be formed with responsibility for creating a new, simpler website. Suggested people to approach included Bob C., Raymond R. and perhaps Doug A. Veronica will speak to Raymond, Jim will contact Doug and Diana will connect with Bob.

A list of names of people who had applied for membership since the last Board meeting was presented.

MOTION: That the Board approve all those who have applied for membership in the VBDS.

MOTION PASSED

A list of names of people applying up to October 26 will be circulated to the Board for approval in order to have a complete list of approved members who will be eligible to vote at the AGM, as October 26 is the cutoff point for voting privileges for this year’s AGM.

7. Marketing/Advertising/Promotions (Jenn)

Jenn stated that we need to make sure that we are on top of promoting the Halloween Dance.

8. Standards & Classes (Neil)

Neil informed us that it has been a little rough transitioning back to our 11-week format. The Beyond Gold classes have been modified for the second half of the term, with reduced pre-requisites and a change of name to Advanced Variations.

There has been some question raised by our instructors as to why they are considered contractors rather than employees. At the next instructor's meeting Jim will present information on employee vs. contractor.

9. Dance Committee (Jim and Linda)

Halloween Dance tickets are available. UVic is doing much of the work including setting up, music, photography and help with clean up.

There was a discussion regarding the upcoming VCCC especially the music. Neil volunteered to set up the music for the demonstrations.

10. Volunteer Appreciation (Scott)

Scott suggested LURE as a venue which has a lounge area that would be suitable for the volunteer appreciation party. RSVP will be requested to get an idea of numbers. A possible date is November 29.

11. Youth Program (Grace, on behalf of Bob A.) – Hillcrest is not interested this year; however Victor Brodeur is and it was suggested that Wanda go ahead and that we will inform Bob upon his return.

Business Arising from the Minutes

12. Lifetime Honorary Memberships - tabled

13. Preparation Discussion for the November AGM (Malcolm)

The idea of creating a Professional Membership as another class of membership was raised. Such membership would first need to be defined. Accepting monetary compensation as a teacher of ballroom dance might be a useful criterion. Jenn volunteered to draft a guideline to send to the Board for discussion.

There was discussion of some possible inducements to entice new members for discussion and consideration at the AGM such as offering some form of free membership, Newcomer classes without membership being required or offered at 50% cost. Malcolm will check the Society Act and craft a resolution.

Steve, Neil, Jenn, and Grace will be continuing their terms on the Board this year. Terms are over for Malcolm, Jim, Scott, Veronica and Bob.

14. Pacifica Ball (Jenn & Neil)

A discussion was held regarding the possibility of holding Pacific Ball in 2016. The event is very draining on human resources and pros and cons were discussed at length.

MOTION: That VBDS hold Pacifica Ball on April 10 with Victor as Chair. **MOTION PASSED**
(3 in favour, 2 opposed, 3 abstentions)

Jenn will work as liaison between Victor and the Board.

New Business

15. Meeting with Elizabeth - deferred

Date, Time & Location of Next Meeting: November 18, 2015, 6:00 pm. at Cedar Hill Rec Centre

Adjournment: 10:05 p.m.

Recording Secretary: Diana Jasinski

Final Approved Version, edited by Grace Sneddon

Victoria Ballroom Dance Society
Board of Directors Meeting
Cedar Hill Rec Centre
Wednesday, October 14, 2015 at 6:00 pm
Agenda

Opening Business

1. Call to Order and Opening Remarks - Malcolm
2. Adoption of Agenda
3. Review of Minutes: Board Meeting of September 16, 2015

Committee Reports

1. President's Report (Malcolm)
2. Treasurer's Report (Jim) -attached
3. Administrator's Report
 - Hours
 - Membership & Registration Stats
4. Promotions/Marketing/Advertising (Jenn)
5. Standards and Classes Committee (Neil)
6. Hallowe'en Dance –Jim /CCC-Veronica
7. Volunteer Appreciation Tea (Scott)
8. Youth Program –Grace on behalf of Bob A.

Business Arising from the Minutes:

1. Lifetime honorary memberships
2. Preparation Discussion for the November AGM (Malcolm)
3. Pacifica Ball –Neil & Jenn

New Business

In Camera Meeting

Date, Time & Location of Next Meeting

November 18, 6:00pm Cedar Hill Rec Centre

October 8, 2015
from the desk of
James R. Pringle

Commentary on Draft VBDS 2015 Financial statements:

Statement of Contributions by Activity:

1. Class fees only off about \$3k in the end, Hall costs to budget and instructors fees up, smaller classes, not as much profit per class, but still better than anticipated, contribution beat budget by about \$3k.
2. Membership fees beat budget by over \$3k, very roughly fees divided by membership cost indicates about 365 paid members... Diana to confirm not unreasonable.... Was first full year at new (seems old now) \$60 rate... costs in line, contribution almost \$4k higher than budget.
3. Workshops in traditional sense basically non-existent, figures represent our best efforts at isolating Intro to Ballroom "workshops"... small dollars, consider in the nature of promotion vs a hardcore profit centre.
4. Monthly dances a pleasant surprise, although numbers amazingly consistent compared to last year, we all know a real mixed bag, different venues, different approaches, etc...
5. New Years a real success... well attended and somehow Veronica seemed to get us a real deal on the caterers.
6. Thrifties Smile, doing well, like better than normal... only 10 months in here, see latest "thermometer" in news letter, looks like we almost hit full \$2500 target... way to go Bob C getting up hooked up again... now how do we spend the money so Thrifties will let us stay in the program??
7. Schools, not intended as a money maker, takes a champion (Bob A.) to make it happen at all, a lot of volunteer time, as long as a champion in the wings, great, but.....
8. Interest, we have large GIC's interest rates are low, but some we have had over two years now so earning over 2%... allocated a calculated amount to the Development Fund, etc.
9. So, contribution at \$26,435 surprisingly good... our, as it turns out rather pessimistic budget only predicted \$19,000.

General Expenses:

1. Generally fairly consistent but a few comments:
2. Advertising General is about \$1500 of facebook costs, so Board should evaluate cost/benefit
3. Advert Special Projects is hockey tickets for Royals event... worthwhile?
4. Office Admin is our single biggest expense, and is somewhat lower than expected... we thought two sets of classes per term etc would cause Diana more time... we will need to ask for her input in developing a budget for 2016...
5. Miscellaneous is Stewart Johnson, lawyer
6. So overall General Expense up about \$2k from last year... and just under budget.

Balance Sheet and Fund Statements:

1. Healthy.... Very.... Member's equity actually went up from \$197,841 to \$198,680, or by \$839 which by no coincidence is net income for the year... before allocations to Development Fund and Pacifica... Board to discuss.
2. And of that "equity" over \$197k of it is hard cash/GICs with only about \$4k of liabilities to pay off... so the club still has over \$190k of liquid assets.
3. We owe GST of \$1,252, I already filed will just send a cheque now and carry on,
4. As to "Funds" two points, we spent \$4,418 on music equipment out of the Hodgson Fund, way less than planned, and I allocated Smile to Pacifica again this year even though no Pacifica, Board to discuss. So, that's about it... we danced through again relatively unscathed, thanks in no small part to a lot of work by Classes and Standards, our computer guru and many others significant contributions. The General Fund loss was only \$3620,

but after taking into account Development Fund interest and Pacifica (Smile Card) revenue, we actually had positive cash flow of \$839.... Quite remarkable I think....

So obvious questions:

1. What will 2016 look like? I will put together a budget based on discussions I hope to entertain at next board meeting, but will be worth only what we can put into it... which is suspect will be mostly guesses... my "budget pessimism" has been held wrong two years in a row now, hopefully I strike out!
2. What do we do with the large amount of cash we have, represented largely by the Development and Hodgson Funds?

On a personal note, this is my last hurrah as Treasurer. I will try to find someone willing and able, but any and all help appreciated... I will not leave the Club with no bookkeeping services, I will try to find someone to take over both the Treasurer job and the bookkeeping job. If we can't find a Treasurer, that's the Board's problem, but if we can't find a bookkeeper, I will continue to fill that role. So might be an opportunity for a Treasurer to play that role with my support as the bookkeeper... so the Treasurer would not need to be an accountant, or even a financial person... what fun!!